

JOB DESCRIPTION AND POSITION CLASSIFICATION

DSC 525 (2-PAGE) (REV. 01/10)

CLASSIFICATION Program Manager III "PENDING DPA APPROVAL"		POSITION NUMBER 530-001-0785-xxx	MCR 1	RPA # DSC 12-014
APPOINTEE Vacant		EFFECTIVE DATE	DIVISION/SECTION Delta Plan Division	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input checked="" type="checkbox"/> M10 Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input type="checkbox"/> Rank and File BU: <input type="checkbox"/>				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Terry Macaulay	SUPERVISOR'S CLASSIFICATION Deputy Executive Officer	
APPROVED BY (Personnel Analyst's Name) Lynn Borja			DATE 12/1/11	
ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.				
POSITION SUMMARY				
Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting: Under the general direction of the Deputy Executive Officer, in the Delta Stewardship Council (DSC), the Program Manager III oversees the Ecosystem Restoration, Land Use, and Science Integration program areas in the development of policies for, and implementation of, the Delta Plan.				
DESCRIPTION OF DUTIES				
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.			
60% (E)	Supervises and develops high-level technical specialists and contract employees in the formulation of policies and strategies for ecosystem restoration, land use planning, science integration, and adaptive management for the Delta Plan to meet the goals and objectives of the Delta Reform Act of 2009. Advises executive management on strategies, policies, and recommendations for developing and implementing the Delta Plan. Oversees the integration of policy approaches in broad technical areas to ensure to meet the co-equal goals of statewide water supply reliability and Delta ecosystem restoration, in a manner that protects and enhances the Delta as an evolving place. Coordinates closely with the Principal Engineer regarding the parallel development of policies for, and implementation of, water supply reliability, water quality, flood management, levees and infrastructure.			
20% (E)	Serves as a recognized expert in Delta ecosystem issues, science integration, and Delta land use planning. Reviews and analyzes complex policy documents of other agencies for consistency with the Delta Plan.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Terry Macaulay		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE

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10% (E)	Coordinates closely with stakeholders in the areas of Delta ecosystem restoration and land use planning to identify and resolve issues of disparate understanding and interpretation of the Delta Plan and Delta Reform Act, using interest based negotiation and conflict resolution techniques, as appropriate. This may include, but is not limited to directing, leading, developing, or overseeing: 1) public workshops; 2) collaborative work groups with federal, State, and local governments and stakeholders; and 4) advising decision makers at the highest management levels.			
10% (E)	Represents the DSC before a broad variety of State, federal, local, regional, public, and private interest groups. Makes presentations to the DSC at monthly public meetings. DESIRABLE QUALIFICATIONS: Experience working on water-related science and ecosystem issues. Program management skills, excellent communication skills, and the ability to convey complex scientific issues and topics to policy and political leaders. Experience working in a multi-agency and stakeholder environment. This position is subject to financial disclosure; incumbent is required to file Statement of Economic Interests (Form 700).			